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OTR VAULT COPY NO. 404

PROPOSED COURSE IN  
INTERVIEWING AND REPORTING

|                     |                          |
|---------------------|--------------------------|
| Document No.        | 1                        |
| No Change in Class. | <input type="checkbox"/> |
| Class. Changed To:  | TS S ③                   |
| Auth:               | HR TC-2                  |
| Date:               | 04/07/8                  |
| By:                 | 025                      |

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First Day

8:30 - 9:00 Registration  
9:00 - 9:30 Introduction to Course  
9:30 - 10:00 Security Instruction  
10:15 - 12:00 Reporting of Information I  
1:00 - 2:00 Study Reporting Manuals  
2:00 - 3:00 Editing Demonstration  
3:00 - 5:00 Editing Exercise

Second Day

8:30 - 9:00 Study  
9:00 - 10:15 Reporting of Information II  
10:30 - 12:00 Interviewing  
1:00 - 1:30 Interview Demonstration  
1:45 - 2:15 Critique of Editing Exercise  
2:15 - 2:30 Briefing for Interview No. 1  
2:30 - 3:00 Preparation for Interview No. 1  
3:00 - 4:15 Interview No. 1  
4:30 - 5:00 Critique of Interview No. 1

Third Day

8:30 - 9:00 Study  
9:00 - 10:30 Editing Exercise No. 2  
10:30 - 10:50 Briefing for Interview No. 2  
10:50 - 12:00 Preparation for Interview No. 2  
1:00 - 2:30 Interview No. 2  
2:30 - 5:00 Reporting Exercise No. 1

Fourth Day

8:30 - 9:00 Study  
9:00 - 9:15 Critique of Interview No. 2  
9:15 - 9:45 Critique of Editing Exercise No. 2  
10:00 - 10:30 Critique of Reporting Exercise No. 1  
10:30 - 10:45 Briefing for Interview No. 3  
10:45 - 12:00 Preparation for Interview No. 3  
1:00 - 3:00 Interview No. 3  
3:00 - 5:00 Reporting Exercise No. 2

Fifth Day

8:30 - 9:00 Study  
9:00 - 9:30 Test on Reporting  
9:30 - 10:00 Critique of Reporting Exercise No. 2  
10:15 - 10:30 Briefing for Interview No. 4  
10:30 - 12:00 Preparation for Interview No. 4  
1:00 - 3:30 Interview No. 4  
3:30 - 4:00 Critique of Reporting Test  
4:00 - 4:30 Student Critique  
4:30 - 5:00 Final Critique

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INTERVIEWING, ~~DEBRIEFING~~, AND REPORTING

Summary of Course

| <u>Subject</u>                       | <u>Hours</u>           |
|--------------------------------------|------------------------|
| INTRODUCTION AND SECURITY (Annex I)  | Total: 1               |
| Introduction to Course               | $\frac{1}{2}$          |
| Security Instructions                | $\frac{1}{2}$          |
| REPORTING OF INFORMATION (Annex II)  | Total: 4               |
| Reporting of Information I           | 1 $\frac{3}{4}$        |
| Reporting of Information II          | $\frac{1}{4}$          |
| Editing Demonstration                | 1                      |
| INTERVIEWING AND EDITING (Annex III) | Total: 2               |
| Interviewing                         | $1\frac{1}{2}$         |
| Interview Demonstration              | $\frac{1}{2}$          |
| WRITTEN EXERCISES (Annex IV)         | Total: $7\frac{1}{2}$  |
| Editing Exercise No. 1               | 2                      |
| Editing Exercise No. 2               | $1\frac{1}{2}$         |
| Reporting Exercise No. 1             | 2                      |
| Reporting Exercise No. 2             | 2                      |
| INTERVIEWS (Annex V)                 | Total: 7 $\frac{3}{4}$ |
| Interview No. 1                      | $1\frac{1}{4}$         |
| Interview No. 2                      | 2                      |
| Interview No. 3                      | 2                      |
| Interview No. 4                      | $2\frac{1}{2}$         |
| BRIEFINGS (Annex VI)                 | Total: 1               |
| Briefing for Interview No. 1         | $\frac{1}{4}$          |
| Briefing for Interview No. 2         | $\frac{1}{4}$          |
| Briefing for Interview No. 3         | $\frac{1}{4}$          |
| Briefing for Interview No. 4         | $\frac{1}{4}$          |

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**INTERVIEWING, OBSERVING, AND REPORTING**

Summary of Course

| <u>Subject</u>                       | <u>Hours</u>         |
|--------------------------------------|----------------------|
| TESTS (Annex VII)                    | Total: $\frac{1}{2}$ |
| Reporting Test                       | $\frac{1}{2}$        |
| CRITIQUES (Annex VIII)               | Total: 4             |
| Critique of Editing Exercise No. 1   | $\frac{1}{2}$        |
| Critique of Interview No. 2          | $\frac{1}{2}$        |
| Critique of Reporting Exercise No. 1 | $\frac{1}{2}$        |
| Critique of Reporting Exercise No. 2 | $\frac{1}{2}$        |
| Critique of Interview No. 1          | $\frac{1}{2}$        |
| Critique of Reporting Test           | $\frac{1}{2}$        |
| Student Critique                     | $\frac{1}{2}$        |
| Final Critique                       | $\frac{1}{2}$        |
| RESERVED TIME                        | 12                   |
| TOTAL TIME                           | 40                   |

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ANNEX I - INTRODUCTION AND SECURITY (1 Hour)

| <u>Subject</u>         | <u>Hours</u>  | <u>Symbols</u> | <u>Description</u>   |
|------------------------|---------------|----------------|--|
| Introduction to Course | $\frac{1}{2}$ | L              | Purpose and scope of course.                                   |
| Security               | $\frac{1}{2}$ | L              | Physical and personal security as related to people in course. |

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ANNEX II - REPORTING OF INFORMATION (4 Hours)

| <u>Subject</u>              | <u>Hours</u> | <u>Symbols</u> | <u>Description</u>   |
|-----------------------------|--------------|----------------|--|
| Reporting of Information I  | 1 3/4        | L              | The fundamentals of good reporting: Objectivity, Specificity, Accuracy, Completeness, Clarity. |
| Reporting of Information II | 1 1/2        | L              |             |
| Editing Demonstration       | 1            | D              | Demonstration of editing poorly prepared raw copy.   |

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ANNEX III - INTERVIEWING (2 Hours)

| <u>Subject</u>          | <u>Hours</u> | <u>Symbol</u> | <u>Description</u>                        |
|-------------------------|--------------|---------------|---|
| Interviewing            | 1½           | L             | The techniques of interviewing.           |
| Interview Demonstration | ½            | D             | Good and bad techniques of the interview. |

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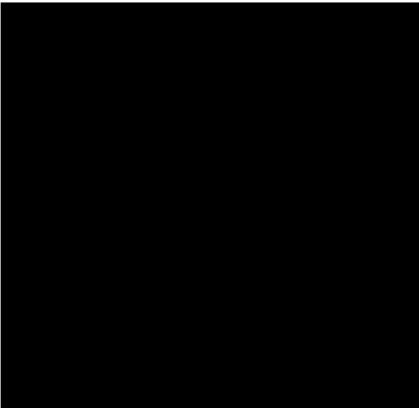
ANNEX IV - WRITTEN EXERCISES (7½ Hours)

| <u>Subject</u>           | <u>Hours</u> | <u>Symbols</u> | <u>Description</u>   |
|--------------------------|--------------|----------------|--|
| Editing Exercise No. 1   | 2            | SA             | Editing of poorly prepared raw copy.                         |
| Editing Exercise No. 2   | 1½           | SA             | Editing of poorly prepared raw copy.                         |
| Reporting Exercise No. 1 | 2            | SA             | Writing a report of information gathered in Interview No. 2. |
| Reporting Exercise No. 2 | 2            | SA             | Writing a report of information gathered in Interview No. 3  |

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ANNEX V - INTERVIEWS (7 3/4 Hours)

| <u>Subject</u>  | <u>Hours</u> | <u>Symbols</u> | <u>Description</u>   |
|-----------------|--------------|----------------|--|
| Interview No. 1 | 1 1/4        | P              | Elementary interview to obtain details of an automobile accident.                    |
| Interview No. 2 | 2            | P              | Debriefing an American professor recently returned from teaching in Pakistan.        |
| Interview No. 3 | 2            | P              |  |
| Interview No. 4 | 2 1/2        | P              |  |

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ANNEX VI - BRIEFINGS (1½ Hours)

| <u>Subject</u>           | <u>Hours</u> | <u>Symbols</u> | <u>Description</u>                        |
|--------------------------|--------------|----------------|---|
| Briefings for Interviews | 1            | I              | Four briefings for conduct of interviews. |

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ANNEX VII - TESTS ( $\frac{1}{2}$  Hour)

| <u>Subject</u> | <u>Hours</u>  | <u>Symbols</u> | <u>Description</u>  |
|----------------|---------------|----------------|---|
| Reporting Test | $\frac{1}{2}$ | T              |  |

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ANNEX VIII - CRITIQUES (4 Hours)

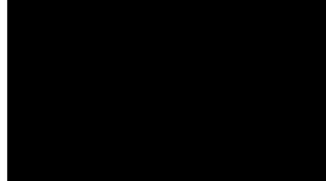
| <u>Subject</u> | <u>Hours</u> | <u>Symbols</u> | <u>Description</u>  |
|----------------|--------------|----------------|---|
| Critiques      | 4            | L              | Critiques of all interviews and reports. Student critique for use in changing course. |

INTERVIEWING AND REPORTING NO

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1. Introduction to Course —
2. Reporting of Information —
3. Editing Demonstration —
4. Interviewing Techniques
5. Interview <sup>ing</sup> Demonstration
6. Briefing & Preparation for Interview No. 1
7. Preparation for Interview No. 1
8. Editing Exercise No. 2
9. Briefing for Interview No. 2
10. Reporting Exercise No. 1
11. <sup>Briefing</sup> ~~Preparation~~ for Interview No. 3
12. Reporting Exercise No. 2
13. Preparation for Interview No. 4

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Nov. 1955  
same course run.  
says not to  
part of  
material for  
courses training  
no additional courses  
scheduled.  
J.M.

25 March 55 Schedule

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will schedule this one.

Get schedule